

# Syllabus: Biology 20 – Human Anatomy

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## Course Information

Semester: Summer 2021

Sections: 53452

Class Meetings: Lecture and Lab – 100% Online/100% Asynchronous

Instructor: Whitney Menefee

- Email: whitney.menefee@reedleycollege.edu
- Office: Online via Zoom
- Office Phone: (559) 494 – 3000 ext. 3257
- Virtual Office Hours\*: By Appointment

\*To schedule an office hours appointment, email the instructor directly

## Course Description

Biology 20, Human Anatomy, is a 4-unit biology course with 3 lecture hours and 3 lab hours per week. This is a course providing a basic understanding and working knowledge of the human body with emphasis on the structure of each major system. The interrelationship between human systems and the relationships between the structure and functions of each system will be studied at several levels: cellular, tissue, organ, system, and organismal.

## Student Learning Outcomes

Upon completion of this course, students will be able to

- identify the major body systems macroscopically.
- identify the major body tissue and cell types microscopically.
- use a microscope to identify tissues and cells.
- describe the functions of the body systems.
- describe functions of the cells and tissues.

## Course Objectives

In the process of completing this course, students will

- identify the basic structure and function of each human system at the macroscopic and microscopic levels.
- develop important critical thinking skills as they evaluate lecture topics and the results of laboratory demonstrations and experiments.
- learn how to use scientific methods.
- develop important manual dexterity skills associated with dissections, free-hand drawings, completion of anatomical color plates, and the operation of microscopes, computers, and other laboratory equipment.

# Course Requirements and Policies

## Prerequisites

Biology 1 or Biology 5 or Biology 11A

## Required Course Materials

- Textbook: Anatomy & Physiology, OpenStax (available for free on Canvas)
- Lab Manual: Biol 20 – Human Anatomy, Custom Lab Manual by Whitney Menefee (available for free on Canvas)
- Lab Materials (Online Platform): A & P Virtual Labs Suite, McGraw-Hill 2021, ISBN: 9781265715137

## Technology Requirements

- All content for this course will be delivered through Canvas and McGraw-Hill Connect. Students must have access to a device with reliable internet access that allows students to retrieve and complete assignments through Canvas and McGraw-Hill Connect.
  - If you need a computer or WiFi hotspot, Reedley College can provide you one or both of these at no cost for the semester! Please contact the IT department at (559) [494-3555](tel:5594943555) to discuss your needs with a member of the IT team and/or arrange to pick up needed equipment.
- Check Canvas and your Reedley College email accounts regularly (recommended multiple times per week) for announcements.

## Class Policies

### Attendance and Drop Policy

- Students are expected to “attend” class regularly. Attendance will be recorded as the percentage of weekly work completed online.
  - For example: If you submit all of your course work for the week, you get 100% attendance. If you only submit 50% of your course work for the week, you only get 50% attendance for the week.
  - *If you miss 20% or more of this class throughout the semester, it will result in the lowering of your final course letter grade by one letter grade.*
- In order to avoid being dropped from this class, the following tasks must be completed on Canvas by the end of the first day of instruction (6/21/21 @ 11:59PM):
  1. Complete the Syllabus Quiz
  2. Post a profile picture
  3. Participate in the Check-In: Meet & Greet Discussion Board
  4. Complete all tasks in the DAY 1 Module

*Failure to complete ALL the tasks listed above, will result in a student being dropped from this course after the first day of instruction.*
- The drop date
  - It is the student’s responsibility to drop this course if he/she feels necessary. The instructor will NOT drop any students after the first day of instruction.

## Late Work Policy

### Exams

All exams will be given through Canvas. They will have a scheduled window of one day (24 hours) in which students can take the exam anytime during. *Exams must be taken during their scheduled window. There are no make-ups, no exceptions.*

### Assignments/Activities

No late work for any assignments/activities, including but not limited to quizzes, lab reports, and discussion boards, will be accepted for any reason. No exceptions.

## Communication Policy

### Email/Messaging

The best and most effective way of communicating with me is to email me at [whitney.menefee@reedleycollege.edu](mailto:whitney.menefee@reedleycollege.edu) or by sending me a message in Canvas. Not sure how to send a message in Canvas? Check out this quick guide: [How to send a message in Canvas](#).

- Please allow a 24hr response time! I will always respond to emails and messages within 24 hours, but please allow up to 24 hours. Do not send an email and two hours later send the email again if I haven't responded. If I don't respond within 24 hours, please double check the email address and resend your message then, chances are I didn't receive it!
- Emailing and messaging can be used 24 hours a day, 7 days a week!

### Office Hours

This summer session I will hold virtual office hours via Zoom (online video conferencing platform) by appointment only. To schedule an office hours appointment, email the instructor directly and we will arrange an appointment to meet that will fit both our schedules.

## College Policies

- "Students at the Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences." Reedley College Catalog pg. 45
  - Please see Disciplinary Procedures in the Student Conduct Standards and Grievance Procedures Handbook available in the Vice-President of Student Services office, or at the link listed below.
  - For a comprehensive list of Student Conduct Standards, see: <http://reedleycollege.edu/index.aspx?page=233>
- If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

## Grading Policy

Final letter grade scale: A = 90% +, B = 89 - 80%, C = 79 - 70%, D = 69 - 60%, F = 59% or less.

TASK	Points	% of Grade	Breakdown
Lecture Exams	200	20%	4 exams @ 50 points each
Lab Exams	200	20%	4 exams @ 50 points each
Final Exam	100	10%	1 cumulative final
Lecture Quizzes	75	7.5%	15 quizzes @ 5 points each
Lab Reports	150	15%	15 @ 10 points each
Lab APR Modules	100	10%	16 @ points will vary for each
Lab Drawings	50	7.5%	10 @ 5 points each
Discussion Boards	75	7.5%	15 @ 5 points each
Other (Handouts, etc.)	50	5%	Assignments will vary
Totals	1000	100%	

Grades will be posted on Canvas and will be updated regularly throughout the semester.

## Course Exams and Major Assignments

### Lecture Exams

Lecture exams will be given through Canvas. Exams may only be accessed one time and will have a time limit (60 minutes, the equivalent of one lecture session). They will have a scheduled window of one day (24 hours) in which students can take the exam anytime during. *Exams must be taken during their scheduled window. There are no make-ups, no exceptions.* There will be 4 lecture exams and a comprehensive final exam (see the Tentative Schedule and Canvas for exam dates). Each exam will include new material covered in the corresponding unit. Exams will consist of multiple-choice, matching, fill in the blank, and short-answer/essay questions. Forming study groups and attending tutoring sessions is highly recommended.

*Note on technology: Lecture exams will not be reset or allowed to be made-up due to technology issues (e.g. internet connection lost, computer battery died, ect.). It is the student's responsibility to make sure the correct technology requirements are met to complete the exam, when accessed, in one sitting.*

### Lab Exams

Lab exams will be given through Canvas. Exams may only be accessed one time. They will have a scheduled window of one day (24 hours) in which students can take the exam anytime during. *Exams must be taken during their scheduled window. There are no make-ups, no exceptions.* There will be 4 lab exams (see the Tentative Schedule and Canvas for exam dates). These exams will be in the form of a practical, where questions are set up with models, microscope slides, and/or images for identification. Students will be timed (45 seconds per question). All questions are fill-in.

*Note on technology: Lab exams will not be reset or allowed to be made-up due to technology issues (e.g. internet connection lost, computer battery died, ect.). It is the student's responsibility to make sure the correct technology requirements are met to complete the quiz, when accessed, in one sitting.*

### Lecture Quizzes

Quizzes will be completed through Canvas (See Tentative Schedule and Canvas for due dates). Quizzes may only be accessed one time and must be completed in 20 minutes once accessed. Quizzes will consist of multiple-choice, true-false, fill-in, and short answer questions and will

contain information covered in the unit up to that point. *Quizzes will not be accepted past the due date (will receive a 0) and cannot be made up if missed.*

*Note on technology: Quizzes will not be reset or allowed to be made-up due to technology issues (e.g. internet connection lost, computer battery died, ect.). It is the student's responsibility to make sure the correct technology requirements are met to complete the quiz, when accessed, in one sitting (20min).*

### Lab Reports

Each topic will have an associated lab report(s). Lab reports are due either every day or every other day depending on the topic (see Canvas for lab report due dates). No late lab reports will be accepted. *For detailed instructions on how to access and complete lab reports, see Canvas.*

### Lab A & P Revealed (APR) Modules

For each lab, there will be an associated A & P Revealed module through the McGraw-Hill online Connect platform. These modules have all of the necessary models, histology, and interactive images that students need to successfully complete lab reports. This material is necessary to obtain a full understanding of the structural nature of the lecture content. This material will also help students prepare for lab practicals by testing their knowledge regarding lab material. Module due dates are listed on Canvas. No late submissions will be accepted. However, students can access this material past the due date for study purposes. *For detailed instructions on how to access and complete A & P Revealed Modules, see Canvas.*

### Lab Drawings

For most labs, students will be required to submit a lab drawing. These drawings are to be labeled and annotated. Drawings should be done on a sheet of plain white paper. Lab drawings are due either every day or every other day depending on the topic (see Canvas for lab drawing due dates). No late lab drawings will be accepted.

### Discussion Boards

Most days will require discussion board posts as part of the interactive nature of this class. Topics will relate to material covered for that day. All discussion board topics and due dates can be found on Canvas. No late posts will be accepted.

- Note on discussion board/online etiquette: All students are expected to be respectful when posting and reply to their peer's posts. The purpose of these discussions is to facilitate peer learning in a safe and respectful environment. Students who make disrespectful and/or inappropriate posts/comments in the discussion board forums will be subject to Reedley College Disciplinary Procedures (see link above under the College Policy section).

### Participation Standards

Consider the following statement as a general guideline for study expectations for this class: "It is usually expected that students will spend approximately 2-3 hours of study time outside of class for every one hour in class. Since this is a 4-unit summer class (18 hrs/week), you should expect to study an average of at least 36 hours outside of class each week. Some students may need more outside study time and some less."

## Subject to Change Statement

This syllabus and tentative schedule are subject to change with notification.

## Tentative Course Schedule\*

DAY	DATE	Lecture	Lab
UNIT 1			
1	June 21 (M)	Course Intro Anatomical Terminology	1 - Introduction to Anatomical Terminology
2	June 22 (T)	The Cell	2 - The Cellular Level of Organization
3	June 23 (W)	Histology	3 - Histology
4	June 24 (Th)		
5	June 25 (F)	Integumentary System	4 - Integumentary System
6	June 28 (M)	<b>Lecture Exam #1 (Unit 1)</b>	<b>Lab Exam #1 (Unit 1)</b>
UNIT 2			
7	June 29 (T)	The Skeletal System	5 - The Skeletal System
8	June 30 (W)		
9	July 1 (Th)	Articulations	6 - Articulations
10	July 2 (F)	The Muscular System	7 - Muscular System
11	July 5 (M)	HOLIDAY - 4 <sup>th</sup> of July Observed	
12	June 6 (T)	The Muscular System	
UNIT 3			
13	July 7 (W)	Endocrine System	8 - Endocrine System
14	July 8 (Th)	The Nervous System	9 - The Nervous System
15	July 9 (F)	<b>Lecture Exam #2 (Unit 2)</b>	<b>Lab Exam #2 (Unit 2)</b>
16	July 12 (M)	The Nervous System	9 - The Nervous System
17	July 13 (T)	Special Senses	10 - The Senses
18	July 14 (W)		
19	July 15 (Th)	The Cardiovascular System	11 - The Cardiovascular System
20	July 16 (F)		
21	July 19 (M)	<b>Lecture Exam #3 (Unit 3)</b>	<b>Lab Exam #3 (Unit 3)</b>
UNIT 4			
22	July 20 (T)	The Lymphatic System	12 - The Lymphatic System
23	July 21 (W)	The Respiratory System	13 - The Respiratory System
24	July 22 (Th)	The Digestive System	14 - The Digestive System
25	July 23 (F)		
26	July 26 (M)	The Urinary System	15 - Urinary System
27	July 27 (T)	The Reproductive System	16 - Reproductive System
28	July 28 (W)	STUDY DAY	
29	July 29 (Th)	<b>Lecture Exam#4 (Unit 4)</b>	<b>Lab Exam #4 (Unit 4)</b>
30	July 30 (F)	<b>Final Exam - Cumulative</b>	

\*A more detailed weekly schedule of assignments and specific readings can be found on Canvas